

Auburn Area Catholic School School Committee Meeting

Date: August 21, 2008

Members Present: Kylie Kaczmarczyk, Tom Leaman, Chris Neitzel, Dan Polisano, Dee Wyzkiewicz, Joan Bouza (Marketing), Garrett Doty (Athletics), Bob Geneseo, Fr. Tom Sutton, Tia Hahn

Meeting opened at 7:00PM. Prayer by all

Meeting minutes from June missing – Tia to locate

Officer and Committee Selection

- Officers were identified:
 - Kylie Kaczmarczyk – Chair
 - Chris Neitzel – Vice-chair
 - Bob Geneseo – Secretary
- Per by-laws need two additional committee members

Principal Report

- Registration update
 - To date down 15 students total including pre-school through 5th grade.
 - Kindergarten class composed mostly of siblings
 - Incentive for bringing in new families for 2008-2009 school year was \$500 off tuition for 2 years. For current families who registered new families, \$500 off tuition for the year. No one received either incentive.
 - Need to identify different ideas for generating interest in the school.
 - Tuition for both parishioner and non-parishioner discussed.
 - Marketing activities critical this year including continuing with baptism cards.
 - Ideas from parents welcomed and encouraged.
- Before and After School Care Center
 - Mrs. Kim Buchmann will lead the before and after school program
 - The program is for students enrolled in pre-school to 5th grade. The program will be located in the pre-school and will have a mobile cart with activities and books for the older children.
 - Child care runs from 7:15 – 8:15AM and in the afternoon from 3:30-5:30PM. Cost is \$4.00/hr.
 - A handbook for the program was written and includes guidelines, schedules and attendance sheets. Handbook will be given out at curriculum night.
 - Recommendation to add the before and after care program to web-site as a promotion tool – Joan Bouza and Mrs. Hahn to add.
- School Signage
 - Signage above school entrance door complete
 - Sign in front of building to be completed in upcoming months.
- Parent survey results reviewed
 - Over 95% of responses favorable with response of Agree and Strongly Agree.
 - The list of aspects of school you like/dislike was reviewed.
 - Two actionable items:
 - One reoccurring request was to have a communication plan between teachers and parents. This includes additional progress reports.
 - Additional field trips and external activities.

- Technology Update and Fall Raffle
 - Fall raffle is progressing well and the funds will again go toward technology. This program typically generates about \$5000 and ticket deadline is September 12th.
 - Proceeds from the raffle will be used to fund a screen projector and replace two outdated laptop computers.
 - This year's classroom logistics has allowed for the library to be set-up as a media center. This will be the location of computer education and activities.
- Special Teachers
 - Except for a new art teacher the special teachers will remain the same.

Pastor Comments

Pass

Finance Report

- The end budget for the 2007-2008 school year was reviewed and within about \$2000 negative from target.
- After being over budget for nearly all of the school year the hot lunch program finished on budget. Tia and Sarah will continue to monitor for this school year to retain in control.
- Athletic and Home and School ended up with a surplus at year-end. Home and school had a July Balance of \$8700 and Athletics had a July balance of \$3100. As noted in the past these programs are to self fund and should be near zero balance at year end.
- Budget for 2008-2009 will be reviewed in September meeting.
- Loon's baseball volunteer has generated \$2400 to date with two games to go.

Marketing

- As previously noted the sign is complete above the school door and sign in front of building soon to follow.
- Much work has been done to revise and update web site. This site is capable of including all committees, athletic activities, by-laws, teachers' information and more. Please review and provide additional input to Joan Bouza.
- Baptism card continuing.
- Need to continue with the mentor program including pre-school families.

Athletics

- Next Athletic Meeting is Monday August 25th. During this meeting they will decide the committee assignments. Garrett will be responsible for the scheduling and the rural league athletic directors meeting will be in Mid September. Corn Festival parking was a success and should generate near \$3000. Monies should be received by Mid September. Budget for the 2008-2009 will be reviewed and what to do with the balance of 2007-2008.

Home and School Report

- Curriculum night to be held at 6:00 PM, Sept. 2nd at St Joseph. Kelly Hadd, Sue Koenig and Jeff Lijewski organizing the picnic. Jeff will be organizing the food and soliciting volunteers.
- The scrip program was a huge success and should net \$4000. Sign-up for this year's scrip sales will go home the first week of school. Great work by all involved.
- Calendar for fundraising being established and will be communicated in Home and School minutes.

Question/Comments

Next meeting: September 18, at 7PM

Meeting adjourned at 8:25 PM

Respectfully submitted by: Bob Geneseo